south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Multi State Alternate Assessment

Winter Assessment Workshop 2022

Welcome

- Training will provide overview of administration of the Multi State Alternate Assessment (MSAA) and roles of Test Coordinator (TC) and Test Administrator (TA)
- Assesses English Language Arts (Reading and Writing) and Mathematics
  - Aligned to State Content Standards and MSAA Core Content Connectors (CCC)
  - Alternate test for the 1% of students identified with severe cognitive disabilities
- Grades 3-8 and 11 (once in high school)

Overview

- One-to-one administration
- Test Administrator must use Directions for Test Administration (DTA)
- Formats
  - Computer based
  - Paper based (downloaded from testing platform)
    - Paper version and Scribe must be in student's IEP
    - TA will enter student responses into online platform
  - Same assessment; format determined by what is appropriate for the student

Item Types

- Selected Response
  - ELA and Mathematics
- Constructed Response
  - Mathematics
- Writing Prompt
  - ELA
    - Sentence Starters
    - Blank Template

Stage Adaptive Design

- Session 1 is same for all students in same grade
  - Different forms with items rearranged
  - Different field test items
- Session 2 varies by difficulty/complexity level
  - 3 versions: A, B, or C
  - Version assigned based on session 1 performance

Built-In Supports

- Entire test read aloud
  - Part of Directions for Test Administration
  - Must be read exactly as written, no paraphrasing or word emphasizing to provide hints allowable
  - Text to Speech also available
- Use of manipulatives
- Pictures and graphics support what is read
- Use of models and demonstrations
- Common geometric shapes and smaller numbers in math test

Accommodations

- Assistive Technology
- Paper Version – downloaded from MSAA system
- Scribe
- Sign Language

Must be written into the IEP on the Instructional and Statewide Section

Test Manuals

- Test Administration Manual
  - Resource to help prepare Test Coordinators and Test Administrators to give MSAA
- Test Coordinators User Guide
  - Resource to guide TCs in managing MSAA administration
- Test Administrators User Guide
  - Resource to guide TAs in administering the test to students

Test Administration Manual

Important Dates

Test Administration Window	
Action	**Date(s)**
MSAA Administration Window Opens	March 14, 2022, at 8:00 am ET
Last Day to Submit Requests • Grade Reassignments • Reopen Closed Tests	April 26, 2022
End of Test Survey (EOTS) *Complete one EOTS after both Content Area Tests are submitted and/or closed for all Students listed under the TA's Students tab.*	March 14, 2022–April 29, 2022
MSAA Administration Window Closes *All tests must be submitted or closed by 8:00 pm ET.*	April 29, 2022, at 8:00 pm ET

Test Administration Manual

Training and Test Administration Documents Posted	
All resources are posted in the MSAA Online Assessment System at http://www.msaaassessment.org/ under the locations listed below.	
Training and Test Administration Documents	**Location**
State-Specific Policy Documents	Resources
Test Administration Manual (TAM)	Resources
Test Coordinator User Guide	Resources
Test Administrator User Guide	Resources
Test Administration Best Practice Videos	Resources/Sample Items Tab
Test Administrator and Test Coordinator Training Modules and Final Quiz *(Available February 28, 2022)*	Test Administration Training Tab
Sample Items	Sample Items Tab
Directions for Test Administration (DTA) (Required for each student)	Action Button in Students

SDDOE Alternate Assessment webpage

Test Administration Manual

- MSAA Administration Materials
  - Test Coordinators
    - Test Administration Manual
      - Appendix F Checklist
    - Test Coordinator System User Guide
  - Test Administrators
    - Test Administration Manual
      - Appendix F Checklist
    - Test Administrator System User Guide
    - Directions for Test Administration

Accessing MSAA

- District Test Coordinator info loaded with district/school info
- Email will be sent when MSAA System goes live on February 28
- Create accounts for others in district
- Training modules required for Test Administrators, optional for Test Coordinators

Test Coordinator Responsibilities

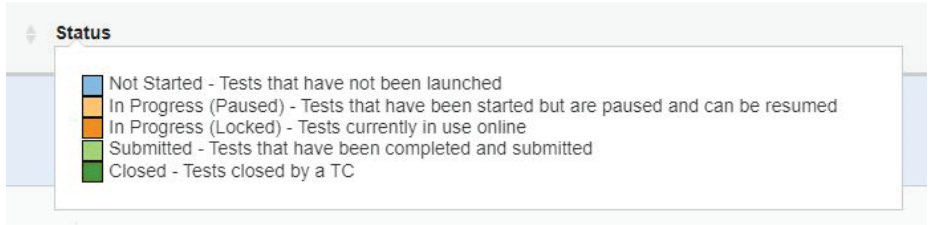
- Before Testing:
  - Create accounts for others in district
  - Ensure TAs can access MSAA system and do their required training
  - Notify DOE to add/transfer missing students ***(DO NOT ADD STUDENTS TO THE SYSTEM)***
- During Testing:
  - Test security
  - Ensure TAs are using Directions for Test Administration while testing one-to-one
  - Following testing progress on “Test Status Summary” page
  - Closing any tests due to Early Stopping Rule
- After Testing:
  - Shred all testing materials from Test Administrators
  - Download test results when available and distribute to families

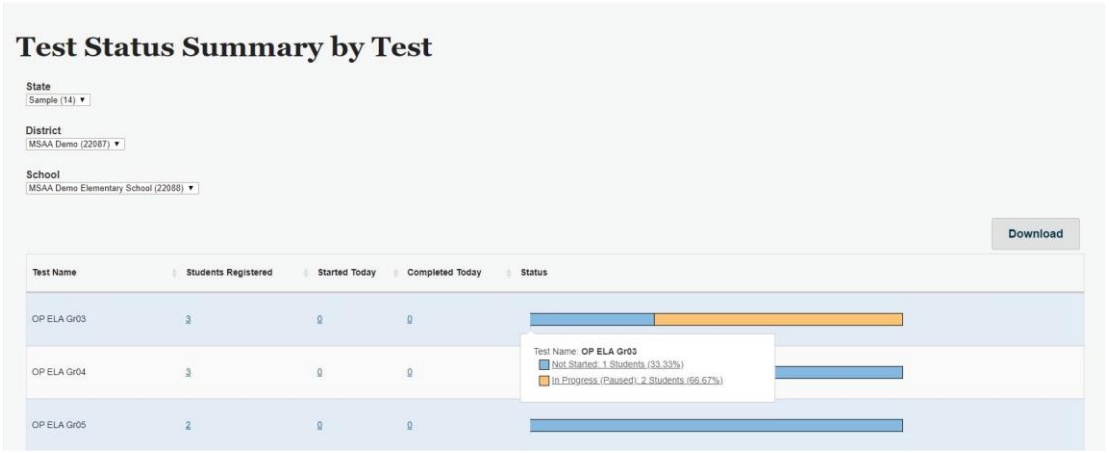
Creating Accounts

- Option 1: Best if creating a lot of accounts
  - Download Org ID File
    - Found under “Actions” on the Organizations tab
    - Org IDs are unique and change each year because of annual purge
  - Download template for Users
    - Found under “Actions” on the Organizations tab
    - Follow included instructions to fill out and upload
      - Errors are reported to so they can be fixed
- Option 2: Create accounts individually
  - Found under Users tab

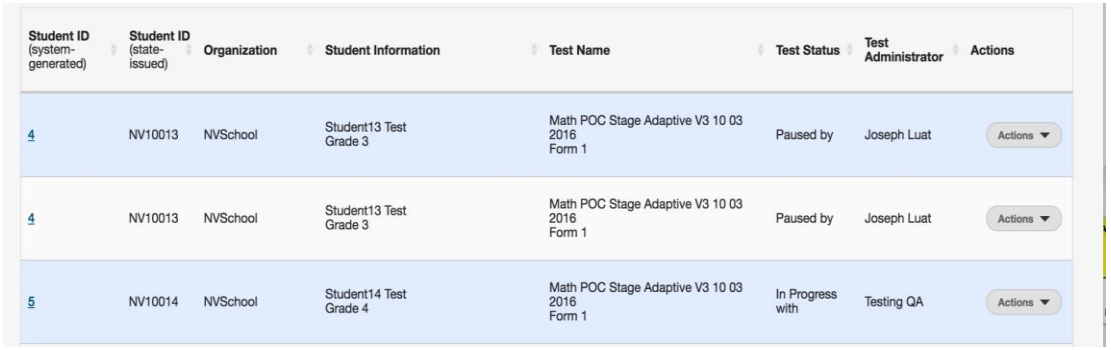
Following Test Progress

- Test Status Summary Page





- Students Page



Test Administrator Responsibilities

- Before Testing:
  - Complete all training
  - Student Profile (i.e., Demographics, LCI, Accommodations, SRC)
  - Notify TC of any missing students
- During Testing:
  - Test Security
  - Use Directions for Test Administration
  - Ensure student receives any accommodations
- After Testing:
  - Submit test
  - Complete After Test Accommodations
  - Complete one End of Test Survey (ETS)
  - Give Test Coordinator all testing materials to securely shred

Who Can Be A Test Administrator

- Certified educator familiar with the student
  - Typically the student's teacher
  - Must complete TA modules and pass with at least 80%
- Long-term substitute who is certified and familiar with the student
  - Must complete TA modules and pass with at least 80%
    - Directions for Test Administration and test locked

Test Administration Training

- Test Administrators must complete all modules
  - Must pass final quiz with at least 80%
    - Unlocks Directions for Test Administration and tests
- Best Practice videos available

Table 6. Best Practice Videos

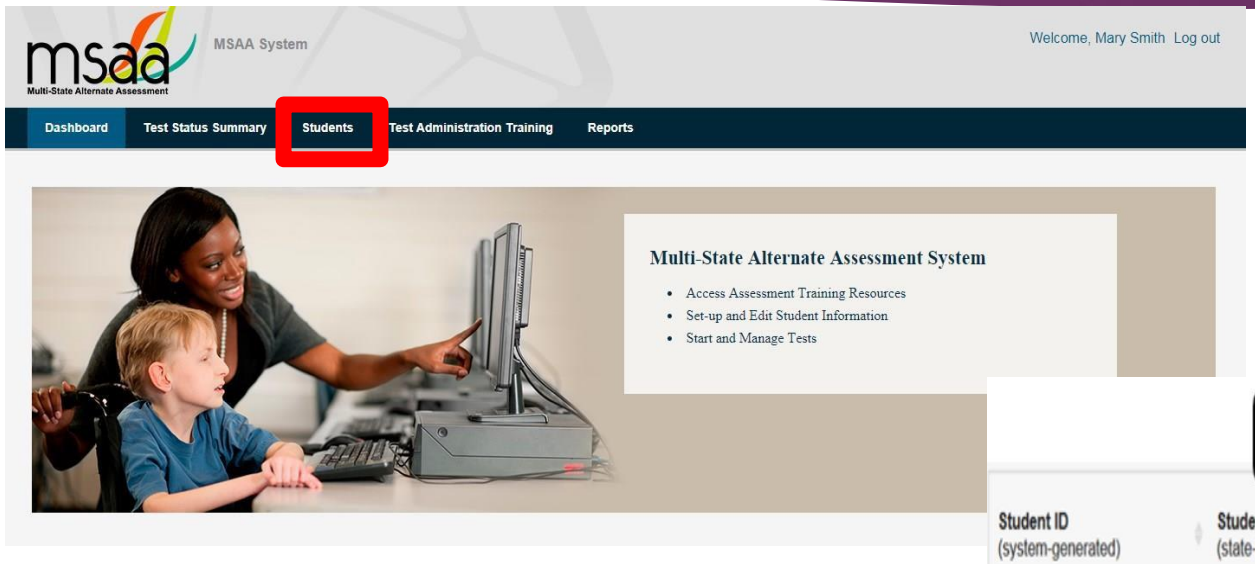
Video #	Video Titles	Running Time
Video 1	How to Administer Items	10 minutes
Video 2	How to Administer the SRC and Implement the ESR	12 minutes
Video 3	How to Administer a Level 2 Writing Prompt	17 minutes
Video 4	How to Administer a Level 3 Writing Prompt	16 minutes

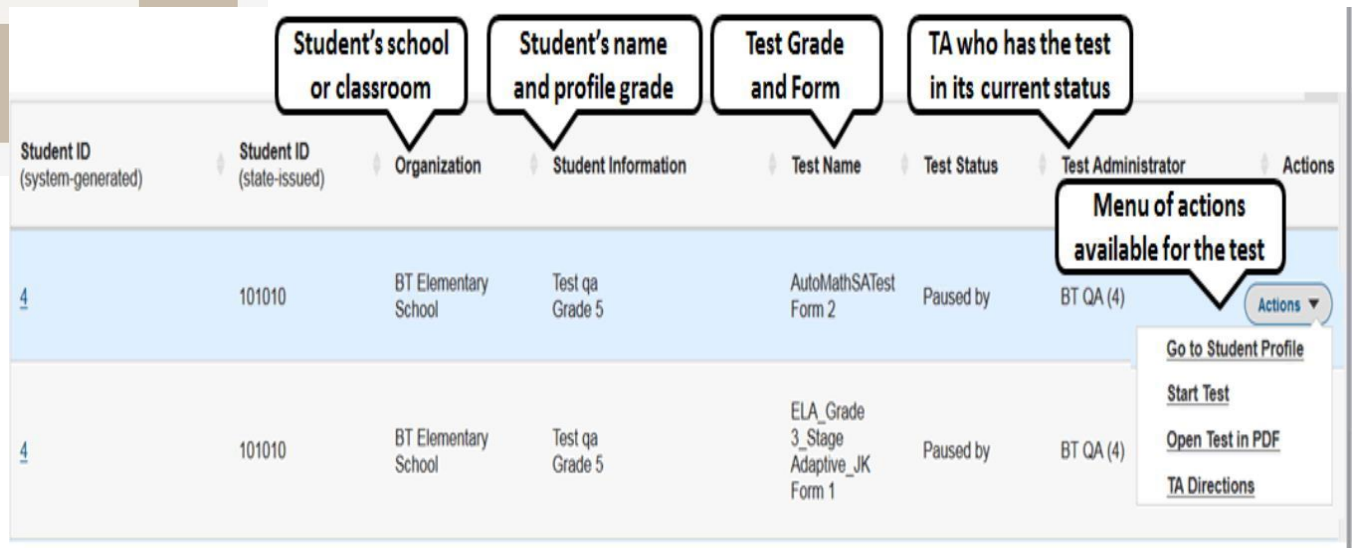
- Separate modules for Test Coordinators
  - Completely optional, final quiz not required

Student Profile

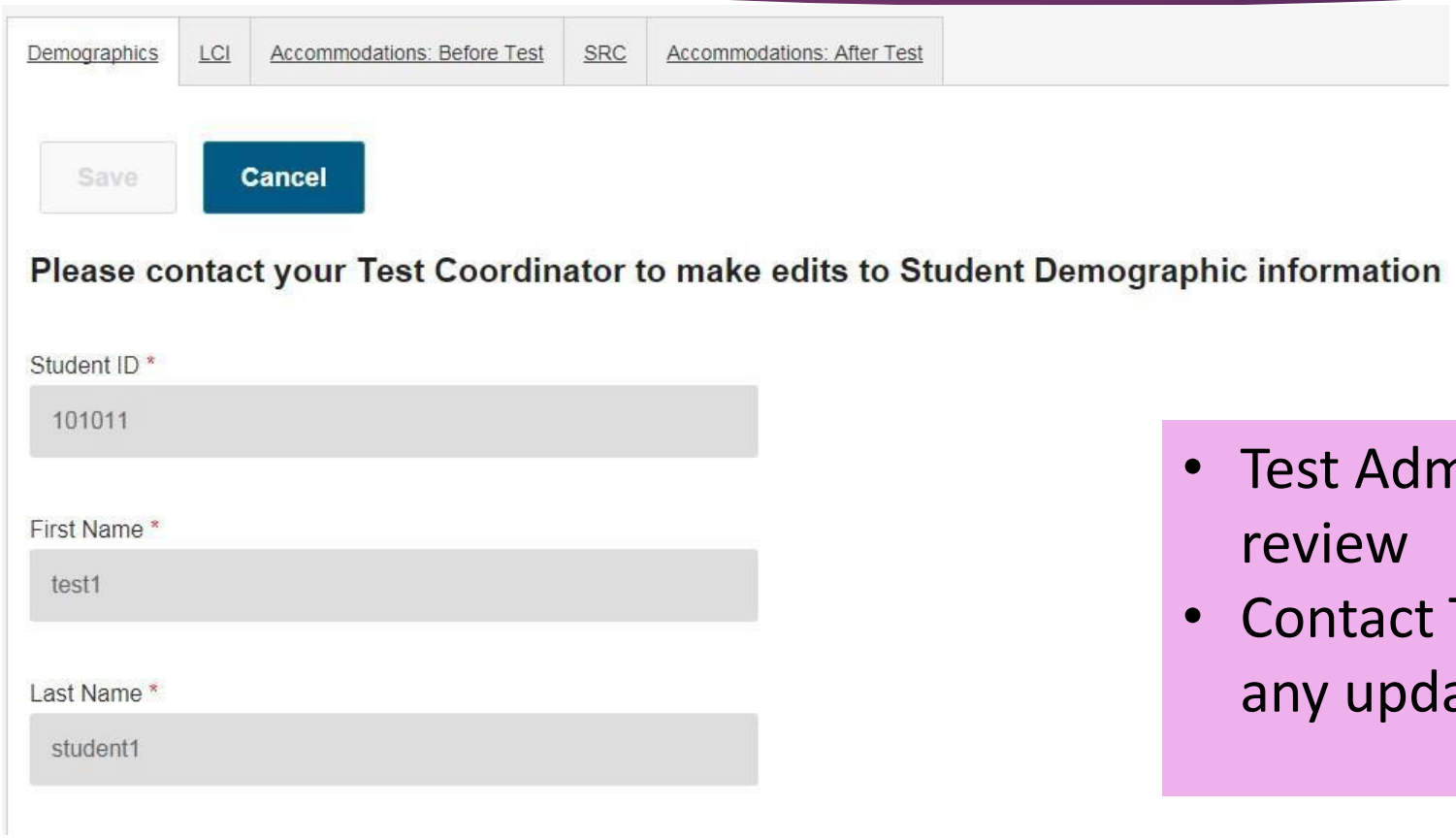
- Demographic Information
- Learning Characteristic Inventory (LCI)
  - Educational
  - Communication
  - Linguistic
- Identify Accommodations
- Student Response Check (if applicable)

Accessing Student Profile



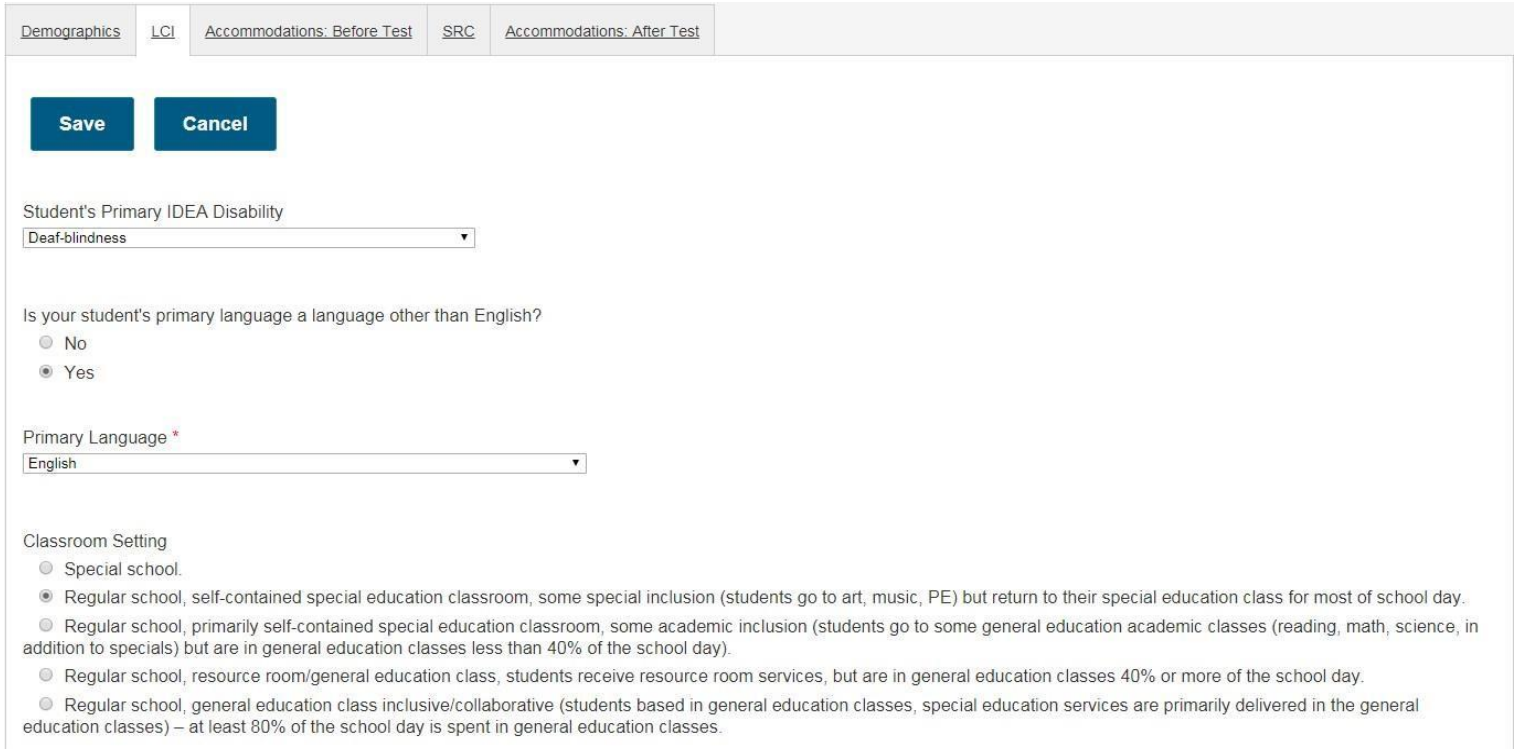


Student Demographic Information



- Test Administrators can only review
- Contact Test Coordinators with any updates

Student Learner Characteristics Inventory (LCI)

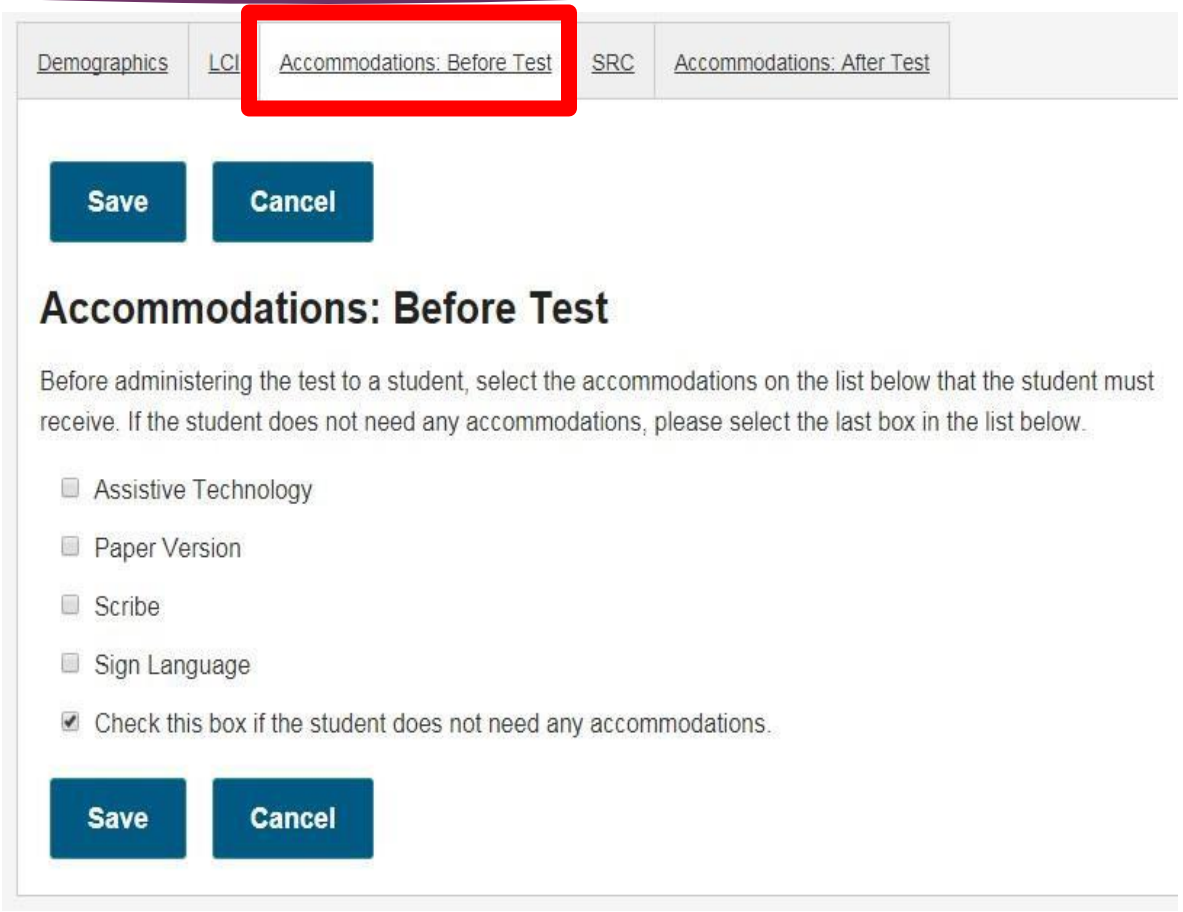


NOTE: All fields are required. A radio button or dropdown menu is available to provide your response.

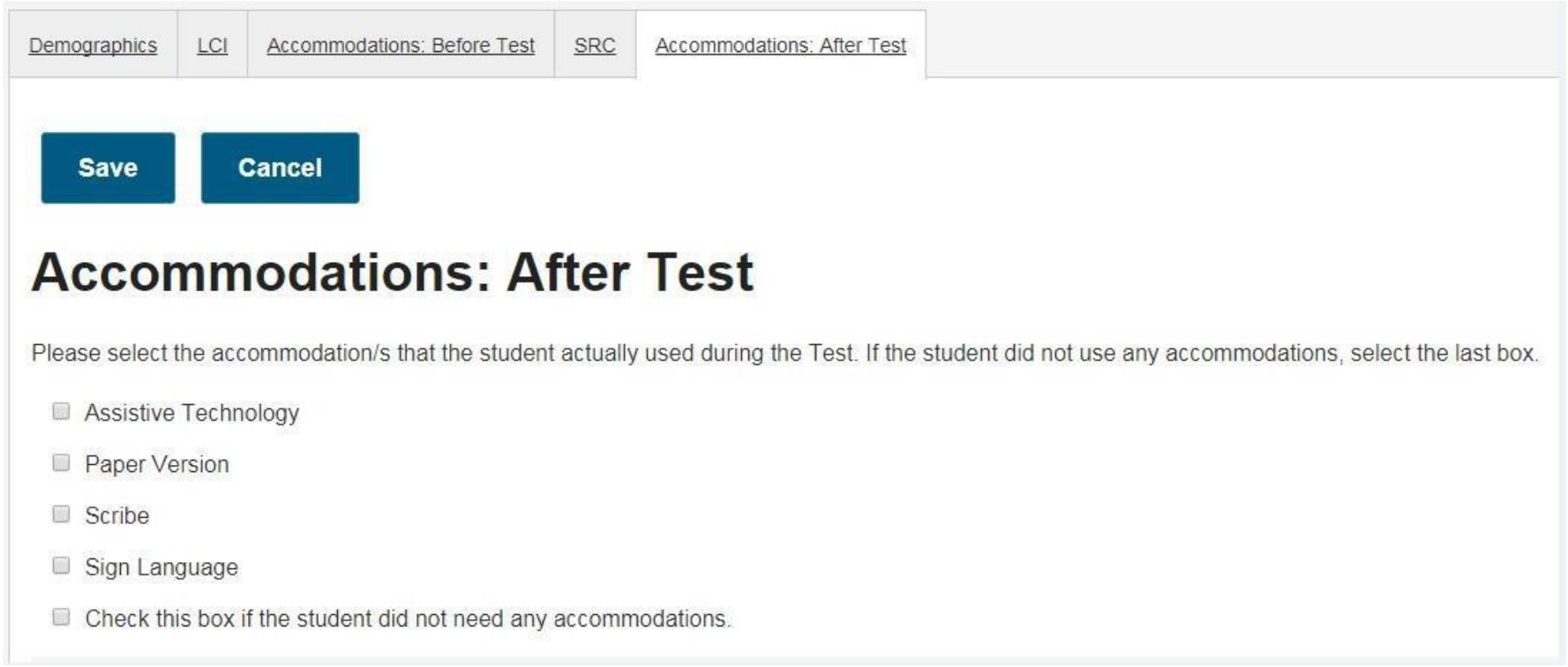
Accommodations: Before Test

REQUIRED!!!!

Check all boxes that apply



Accommodations: After Test



Mark accommodations selected before testing that were actually used for testing

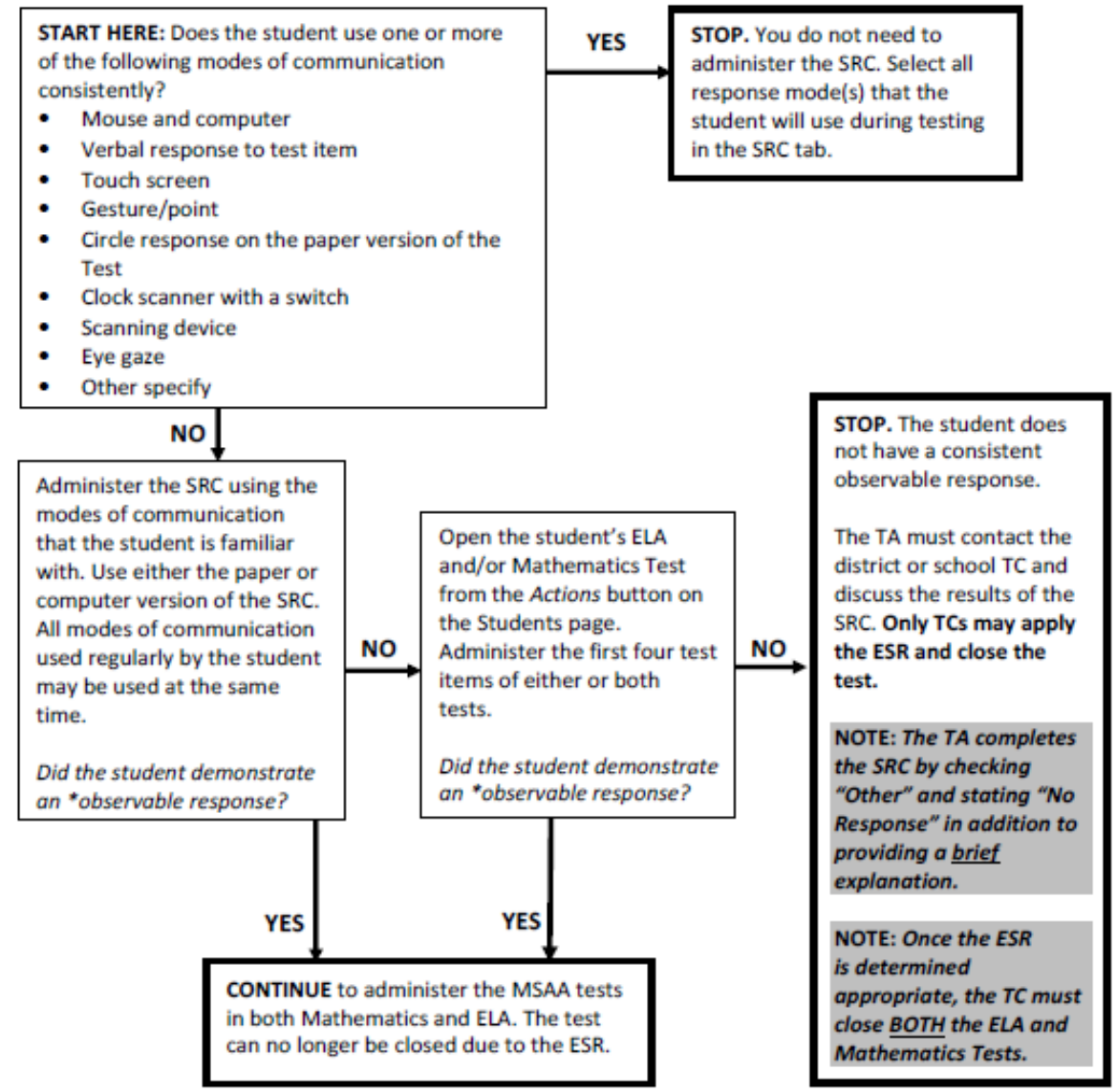
Student Response Check (SRC)

- Observe the student responding to the task using each mode or response, as appropriate
  - If student uses a mode of response, check this mode on SRC
  - This needs to be repeated in grades 5, 8, and 11 for Science-Alt

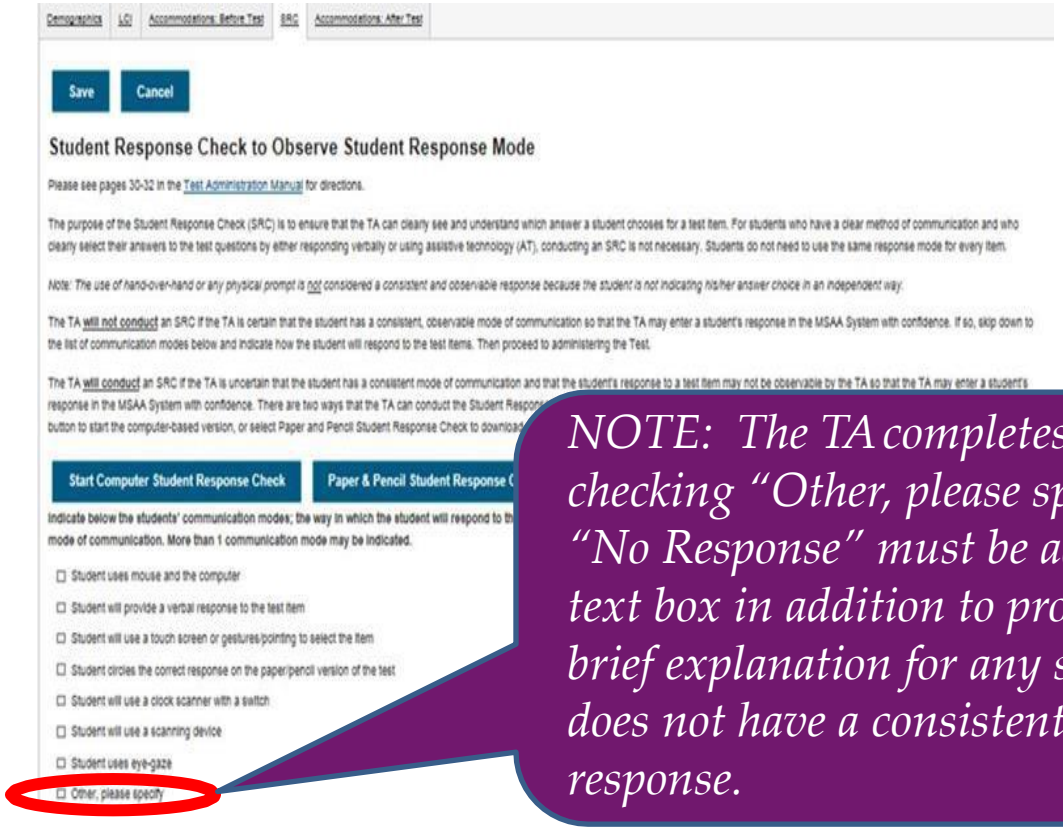
NOTE: The use of hand-over-hand or any physical prompt is not considered an observable response because the student is not indicating his/her answer choice in an independent way.

Early Stopping Rule (ESR)

Figure 1: The SRC and ESR Flowchart:



SRC and ESR



NOTE: The TA completes the SRC by checking "Other, please specify". "No Response" must be added to the text box in addition to providing a brief explanation for any student who does not have a consistent observable response.

*If the Early Stopping Rule (ESR) is determined appropriate, the **TC** must close <u>BOTH</u> the ELA and Mathematics Tests.*

Closing a Test

- A test may be closed ONLY if the criteria for the Early Stopping Rule is met:
  - The student had no observable response during SRC, AND the TA administered the first four items in math or reading AND the student's response was not observable to any of the first four test items.
  - The TA completes the SRC by checking "Other, please explain", states "No Response" and provides a brief explanation in the text box, and consults the TC
  - The TC must close **BOTH** the ELA and Mathematics tests.
  - Only Test Coordinators have the option to close a test.

Before Student Testing Begins

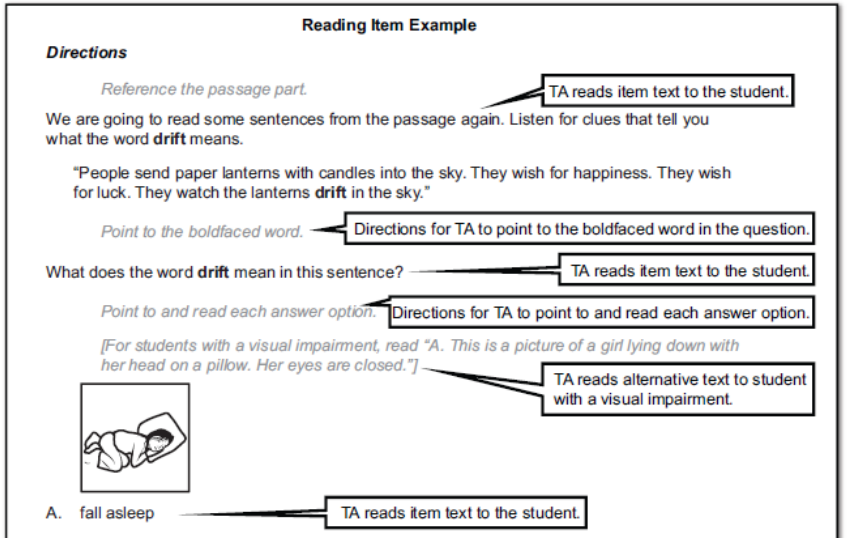
- Verify all technology works with testing
- Student has gone through some practice items
- Test administrator has finished all training modules and passed final quiz with at least an 80%
- Student Profile has been completed:
  - Demographics, LCI, Accommodations Before Test, and Student Response Check
- Session 1 of the Directions for Test Administration have been downloaded and read

Directions for Test Administration

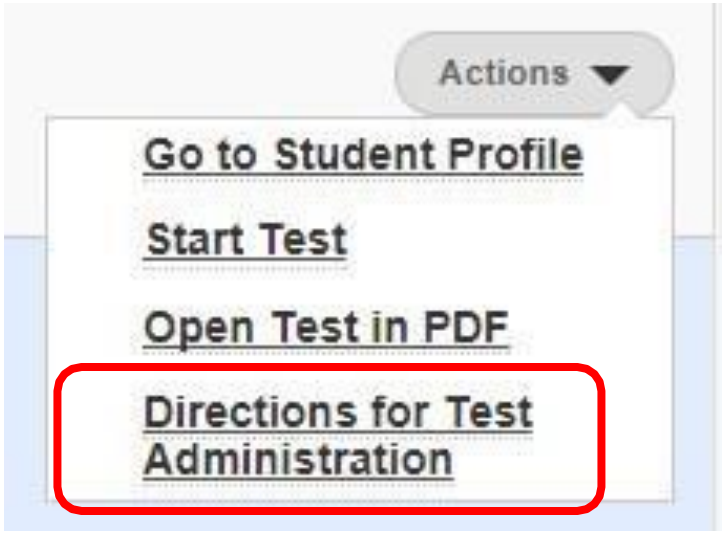
- Required for administration
- Provides exact wording of the items to be read aloud by the TA
- Lists materials needed in preparation of the test
  - Session 1 contains all cut outs, manipulatives, templates, and reference sheets for both session 1 and session 2
  - Cut outs and reference sheets are printed 1 per student
- Guidelines on how to present items to the student

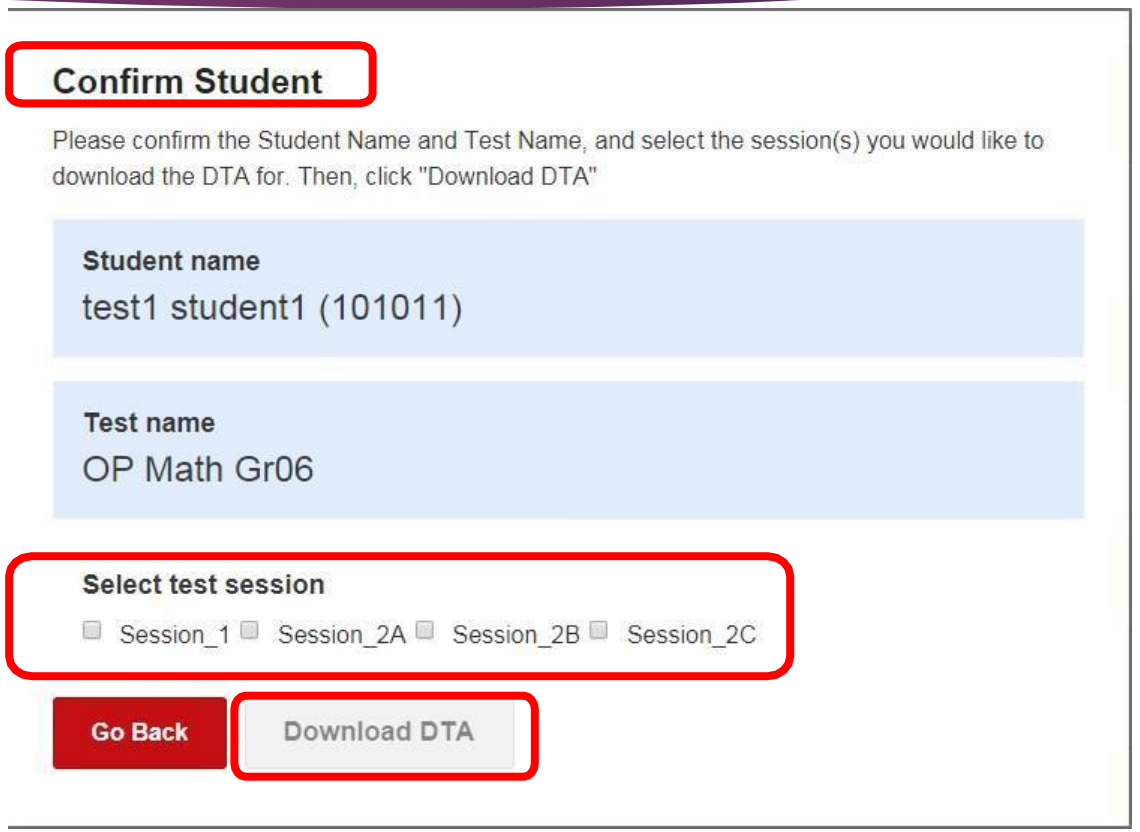
DTA Guidelines

- Gray, italicized text indicates actions TA should perform
- Gray, italicized text inside brackets directs TA to read the alternative text that describes a graphic to the student.



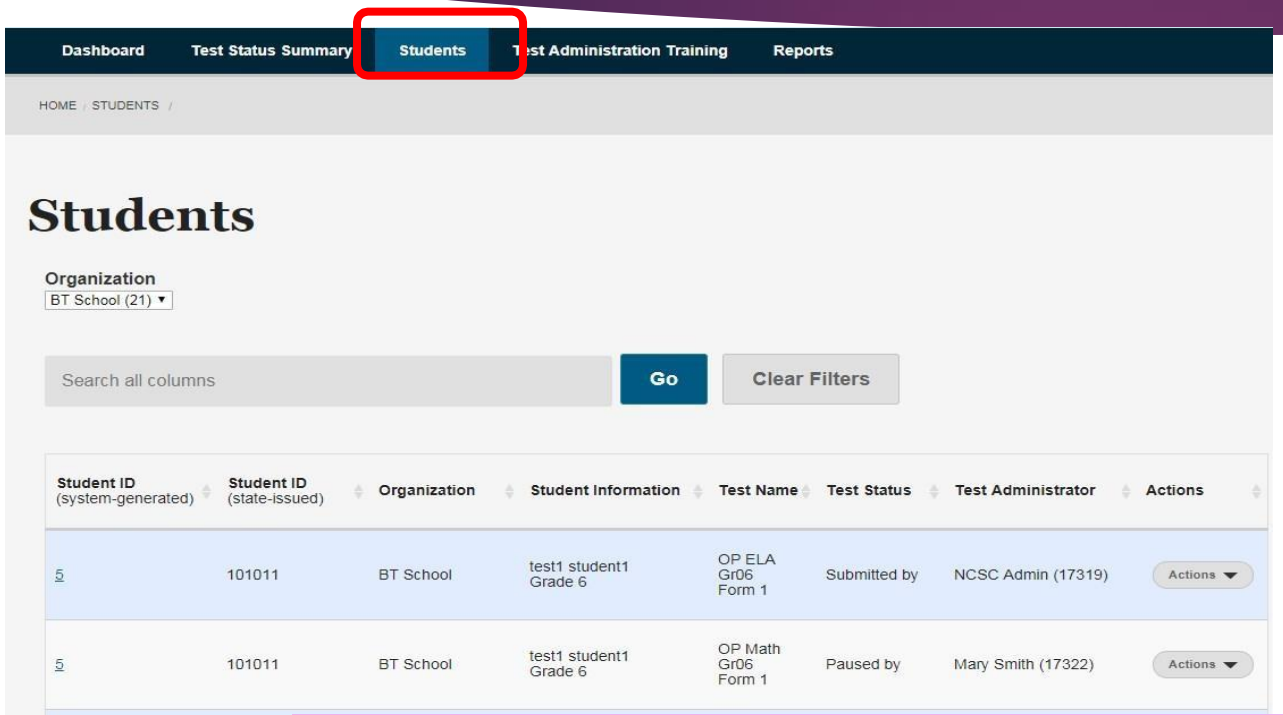
Accessing DTAs

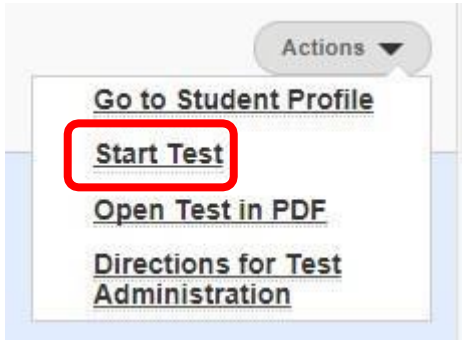




Adobe Reader is needed to print directions

Start and Navigate a Test



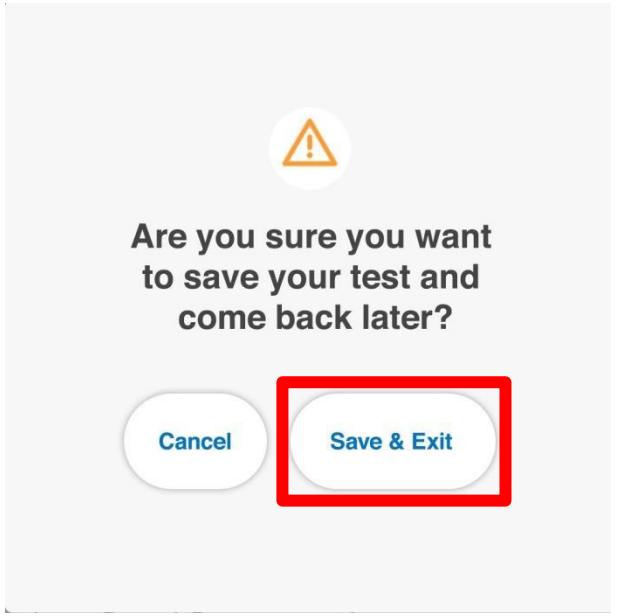


Only 1 test may be open at a time. Always pause and save a student's test when taking a break.

Test Tool Bar

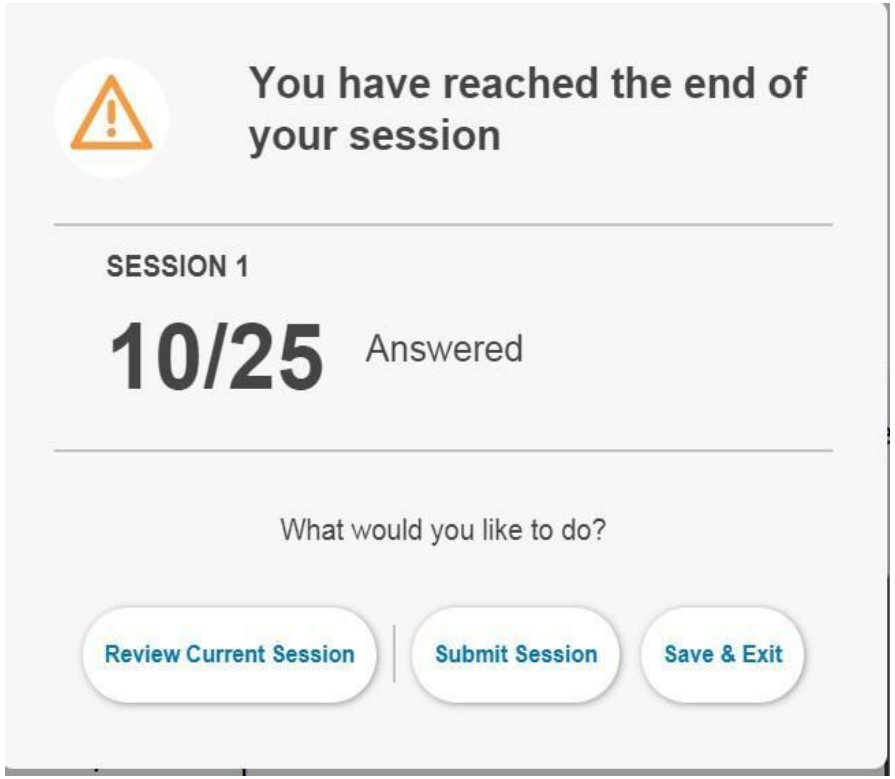
- **Student Name**
- **Name of Test/Session/Current question # out of total # of questions**
- **Previous** – moves back one screen.
- **Next**– moves forward one screen.
- **Read Again** – allows the passage/item to be read again.
- **Upload Evidence** – uploads images of student work for the writing prompt.
- **Bookmark** - marks an item to be reviewed at a later time.
- **Items** – provides a summary of the questions that have or have not been answered.
- **Full Screen** – provides full-screen mode for viewing the item.
- **Help** – provides MSAA Service Center phone number.
- **Save & Exit** – saves the test and exits out of the test. Test may be resumed later.
- **Assessment Features Menu** – access accessibility menu (e.g., line reader)

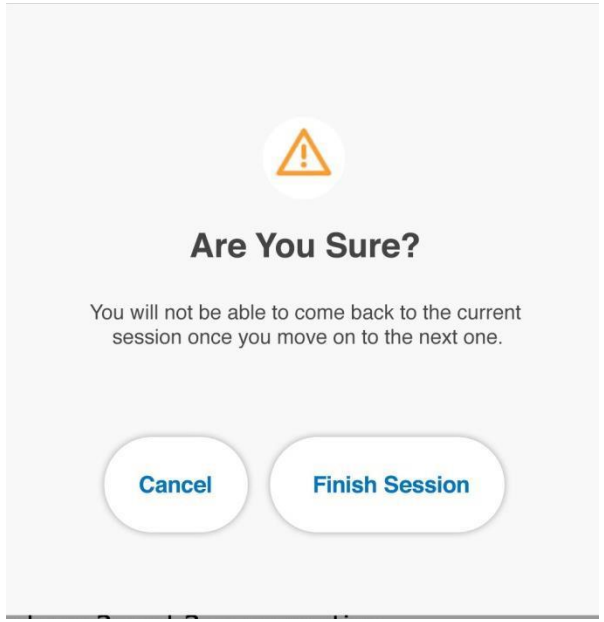
Save &Exit



Saves test to come back and finish later

End of Session





Once session is submitted and finished, it cannot be reopened

Writing Prompt

- DTAs provide scripted steps to guide students through writing processes using stimulus materials: topic selection; choosing characters/supporting details; drafting with a graphic organizer; revising; editing; producing final story or essay
- **Final** story or essay is what is submitted for scoring
  - Students use their primary mode of communication
    - If possible, students can type their final story or essay directly into the online test platform
    - Teacher can transcribe response into the online platform if student has scribe accommodation
    - If student used a printed response template to write their answer, the final response must be uploaded into the online test platform via webcam or scanner
      - Teacher must annotate before uploading so it can be understood by the scorer

Writing Prompt Upload

- Only necessary if student wrote response on paper

When you are administering the writing items, the **Upload Evidence** button will become available. Click on this button to begin the evidence upload process.	
A pop-up window provides you with two options to capture evidence. Select the **Attach File** button for scanned documents.	

After Testing Required Tasks

- Test Administrators must complete:
  - Accommodations: After Test for ***each student***
  - End of Test Survey once done with all students they are testing

Specific Policies

- Significant testing issues contact state testing coordinator
- Security agreements: Review with district testing coordinator
- Shredding materials after assessment
- No cell phones during testing

MSAA Service Center

- Phone: 1-866-834-8879 Email: MSAAServiceCenter@cognia.org
- Available 5:00 am – 7:00 pm CST (Monday-Friday)
- Questions about:
  - Technical issues with MSAA System
  - Test administration procedures (Test policy questions should go to SD DOE)
- Provide as much detail as possible, including:
  - Contact info, including state
  - Student system ID, if applicable
  - Any error messages
  - Device used including operating system and browser information
  - Network configuration

South Dakota Science Alternate

- Science-Alt is in the Cambium system
  - Cambium Help Desk 6 am – 6 pm CST
    - Phone: 1-855-838-8378
    - Email: SDHelpDesk@cambiumassessment.com
- Only students in grades 5, 8, and 11
- It is to be administered the same as MSAA
  - One-to-one
    - Test Administrator will need to start a test session
    - Testing needs to be on a different machine running the secure browser

SD DOE Contacts

- Assessment Office email: DOEAssessment@state.sd.us
- 1% Eligibility: Jessie Ahlers
  - Jessica.Ahlers@state.sd.us
  - 605-295-3441
- Missing Student in MSAA System: Chris Booth
  - Christina.Booth@state.sd.us
  - 605-773-6156